



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

DEC 5 2003

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Holiday Work Schedule

As the holiday season approaches, we encourage all offices to allow minimum manning during the holiday celebrations 22 Dec 03 - 2 Jan 04. Each organization should determine their own manning needs, but we encourage directors and supervisors to keep the OPSTEMPO as low as possible and allow people to spend time with their families. There will be no scheduled staff meetings or ops meetings, unless work events dictate otherwise.

For military members, please follow pass and leave guidance in accordance with AFI 36-3003. For civilian members, please follow leave guidance in accordance with AFI 36-815.

Please extend our best wishes to your personnel for a safe and happy holiday season.

FOR THE CHIEF OF STAFF

A handwritten signature in cursive script, reading "Tex Brown".

RICHARD E. BROWN III
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

A handwritten signature in cursive script, reading "William A. Davidson".

WILLIAM A. DAVIDSON
Administrative Assistant